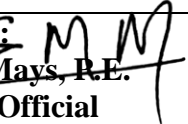
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	Effective Date: April 07, 2011
		Supersedes Policy Dated: March 16, 1998
	1.11 Registered Design Professional Sealing of Plans	Issued by:  Eric M. Mays, P.E. Building Official



The purpose of this policy is to establish the requirements for an architect or engineer to seal drawings for proposed construction. Section 54.1-402 of the Code of Virginia stipulates: when an architect's or engineer's seal is required on drawings for proposed construction; and provides that, "A local building code official may require an A/E seal even if not required to do so by" Section 54.1-402.

Following are the requirements for Prince William County:

1. **Chart A – General Design** (Attachment A) **with the following amendments:**
 - A. New Buildings and Additions- Use Groups B, F, M, R-2, R-2 classified as an R-3 and S (non-farm) shall be sealed by an architect or engineer.
 - B. Existing Structures
 - (1) Tenant Layout Plans – Apply the chart without amendments.
 - (2) Alterations and Repairs – The requirement will be decided on a case by case basis prior to the plans being submitted and accepted. Generally, limited alterations and repairs will not require an architect's or engineer's seal. However, more complex alterations and repairs that may impact life safety (i.e., increase occupancy load; modifications to the structural system, means of egress, fire separation walls or fire suppression systems), an architect's or engineer's seal shall be required.
2. **Chart B – Electrical Design** (Attachment B) – Note: The items marked with an asterisk (*) will not require an architect's or engineer's seal if designed by a licensed master electrician or Class A electrical contractor.
3. **Chart C – Plumbing and Mechanical Design** (Attachment C) - Note: The items marked with an asterisk (*) will not require an architect's or engineer's seal if designed by a licensed master plumber, master mechanical worker, or Class A plumbing or mechanical contractor in those specialties.

Special Notes:

1. Prince William County is required to enforce the [Virginia APELSCIDLA Board's requirements for the sealing of plans](#) (Attachment D).
2. The APELSCIDLA Regulations provide two options for sealing of plans:
 - A. The designer is required to place an original signature and date on the designer's wet seal on each plan sheet; or

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- B. The designer is required to place an original signature and date on the designer's wet seal on an index sheet that lists each plan sheet; and each plan sheet is required to have a copy of the designer's seal/signature/date. (Note: Either one index sheet can be submitted for the entire set of plans with each designer's wet seal or each designer can provide a separate index sheet for their specific portion of the plans.)
3. Prince William County does not currently accept electronic plan submissions. Therefore, there is no policy with regards to the requirements for electronic seals and signatures.

Attachments/Hyperlinks:

- Attachment A: [Chart A – General Design](http://www.pwcgov.org/government/dept/development/bd/Documents/005761.pdf)
www.pwcgov.org/government/dept/development/bd/Documents/005761.pdf
- Attachment B: [Chart B – Electrical Design](http://www.pwcgov.org/government/dept/development/bd/Documents/005762.pdf)
www.pwcgov.org/government/dept/development/bd/Documents/005762.pdf
- Attachment C: [Chart C – Plumbing and Mechanical Design](http://www.pwcgov.org/government/dept/development/bd/Documents/005763.pdf)
www.pwcgov.org/government/dept/development/bd/Documents/005763.pdf
- Attachment D: [Virginia APESCIDLA Board's requirements for the sealing of plans](http://www.pwcgov.org/government/dept/development/bd/Documents/005764.pdf)
www.pwcgov.org/government/dept/development/bd/Documents/005764.pdf